

CHAPTER 3

PRIORITY PLACEMENT PROGRAM
ELIGIBILITY AND REGISTRATIONA. GENERAL POLICY

1. The Priority Placement Program provides the primary method of registration and referral of DoD personnel for placement consideration at DoD activities within the United States and Puerto Rico, who are:

- a. scheduled for involuntary separation by **reduction-in-force**,
- b. scheduled for involuntary furlough for a period of 6 months or more,
- c. scheduled for demotion by reduction-in-force,
- d. scheduled for separation due to declination of functional transfer outside the commuting area or whose positions have been relocated outside the commuting area but within the competitive area, and who are not on a mobility agreement,
- e. satisfactorily completing a tour of duty or equivalent in a foreign area, territory, possession, or in the states of Alaska and Hawaii.

For registration of overseas displaced and nondisplaced employees, see Chapter 6.

2. Registration Eligibility. The Priority Placement Program is invoked while eligibles are still employed. Displaced employees with career/career-conditional status and excepted employees with personal career/career-conditional status whose job performance and conduct are satisfactory under the registering **activity's** performance evaluation system and who meet one of the following criteria may be registered:

a. Employees who are to be adversely affected by RIF or declination of functional transfer. Such employees include part-time, intermittent, seasonal or on call employees with status as described above, as well as employees scheduled for furlough for 6 months or more.

b. Full-time employees who decline a part-time position offered under RIF procedures or such employees who decline a part-time position at the **losing** activity following declination of an **out-of-area** functional transfer. Such employees being separated after declining the part-time job offers **will** have PPP registration eligibility just as though the part-time work had not been offered .

(Chap 3, Para A2c)

c. Employees receiving retained grade benefits who are impacted by subsequent Reduction-in-Force action, either separation or placement resulting in further retained grade benefits, may be registered under the most recent of these actions for the highest grade to which they have retained grade entitlement. The three GS grade registration limitation will not be applied to the highest retained grade when this limitation will prohibit the employee from registering for current grade. (For example, an employee whose retained grade is GS-9 and who is currently assigned to a GS-5 position, may be registered as the result of a subsequent RIF action down to and including the GS-5 level, even though it is more than three GS grades or equivalent below the **GS-9**.) For involuntary registrants, the retained grade, the grade of the current position and all intervening grades must be included. Registrants so affected will have their priority determined on the basis of cumulative grades downgraded.

d. Employees who are eligible for and take Discontinued Service Retirement, as result of RIF or declination of functional transfer and who are still interested in continued employment. Registration must be effected prior to the date of retirement.

e. Employees eligible for Optional Retirement, but who are also eligible for and elect to take Discontinued Service Retirement under the conditions cited above, provided they desire continued employment within DoD.

f. An otherwise eligible registrant who resigns but desires continued Federal employment. (Release date, element 45, should be one year from resignation date if a resignation occurs prior to scheduled separation) .

9" For other eligibles, see Chapter 6 and the Appendices.

* 3. Registration Eligibility for Excepted Service Positions. Employees occupying excepted service positions who do not have personal competitive status may register in the PPP for excepted service positions. A qualifier must be included in element 42 or 43 of registration to show "Available for Excepted Service **Position** Only. "

4. Registration Ineligibility. The following categories of employees are not **el igit**ible to register **or**, if **registered**, must be removed from the Priority Placement Program:

* a. Employees whose job performance is **less** than fully successful under the registering activity performance evaluation system or whose performance becomes less than fully successful after registration, regardless of the rating of record .

(Chap 3, Para A4a(1))

(1) An employee whose performance is in question at the registering activity is considered to be less than fully **successful** for registration purposes. The employee's performance becomes in question when the registering activity has knowledge that the employee's current or past performance directly and negatively impacts on his/her qualifications, **eligibility** or suitability for registration (i.e. 'a **nexus** can be **established between** the **specific** deficiency and registration eligibility as described in paragraphs **B11** and **B12** below) .

(2) In cases of recent less than satisfactory performance, the employee will not be registered until satisfactory performance has been subsequently demonstrated for a reasonable period of time (normally 90 days) .

b. Employees whose conduct is unacceptable.

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(1) An employee's conduct is unacceptable when the registering activity has knowledge that the employee's current or past conduct has directly and negatively impacted his/her qualifications, eligibility or suitability for registration (i.e. determine that a nexus exists between the misconduct and registration eligibility) .

(2) In cases of recent misconduct the employee will not be registered until acceptable conduct has been demonstrated for a reasonable period of time (based on the nature of the offense) , or the employee's successful adjudication, or a favorable determination of finding in a directly related complaint has been made.

NOTE : Component, Regional and Zone Coordinators are available for assisting in questionable cases. Activities are encouraged to establish procedures for ensuring that an employee's performance and conduct are acceptable prior to registration. It may also be prudent in some cases to obtain information from investigative **bodies**, e.g. criminal investigative division, security police or the inspector general's office. Regardless of the procedure, decisions on performance or conduct ineligibility should be made with full information and with good judgment. Violations of these policies by a registering activity may necessitate corrective action, including but not limited to, liability for all PCS costs to return the registrant to the former duty station and other related expenses.

c. Employees who have applied for disability retirement, until such retirement has been disapproved .

d. Employees who are eligible for and elect optional retirement. NOTE : Registrants who, after **registration**, elect any form of optional retirement; apply for disability retirement; or against whom an adverse action or official notice of less than

(Chap 3, Para A4d cent'd)

satisfactory performance is initiated, will be removed from the Program by the registering Civilian Personnel Office upon the initiation of such action.

e. Reemployed annuitants serving at the will of the appointing officer.

f. Nonappropriated fund employees.

g. Employees serving under time limited appointments, or overseas limited appointments either of indefinite duration or limited term. (Note: An otherwise eligible registrant who accepts a position of a time limited nature and who has not moved his or her household in connection with the time limited position retains Priority Placement Program eligibility) .

h. Employees who accept part-time or temporary Federal employment outside the labor market area of the releasing activity and who elect to have the movement of household goods at the expense of the Federal Government.

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i. Excepted appointees who do not have personal career/career-conditional status unless currently occupying an excepted service position and registering for other excepted service positions.

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j. Employees who are eligible for registration for Attorney GS-905 positions only.

k. Employees who are temporarily physically incapacitated. Such employees must have their registration deferred until such time as they are available to perform duties at the full performance level , provided their period of eligibility has not expired.

l. Employees who are eligible for and take Discontinued Service Retirement, as a result of a Notice of Job **Abolishment**, lose their entitlement for registration. NOTE : Paragraph A2d above allows registration if the Discontinued Service Retirement is due to RIF or declination of transfer of function. The employee must be counseled as to the difference between paragraphs A2d and A41.

5. Period of Registration (For Overseas Employees see Chapter 6 and for Retained Grade employees see Appendix B)

a. Employees scheduled for separation/furlough will remain in the PPP until they are placed, decline a valid offer, are otherwise deleted, or for 12 months after date of separation/furlough, whichever occurs first. They must be scheduled for separation because of:

(1) RIF .

Chpt 3, Para A5a(2))

(2) Declination of transfer of function outside' the commuting area.

(3) Involuntary furlough for 6 months or more.

(4) Declination of offer of RIF reassignment or demotion in the same competitive area, but outside the commuting area, provided they are not on a mobility agreement.

(5) Declination of an offer of demotion resulting from RIF or declination of functional transfer. If separated as a result of the declination, **they may** continue in the **Program** with the same priority for 12 months **after** separation, unless 'deleted for other reasons.

b. Employees scheduled for demotion under RIF will remain in the Program until they are placed, decline a **valid** offer, are otherwise deleted, or until the effective date of the position **change**, whichever occurs first.

c. Displaced employees involuntarily registered will remain in the Program until their separation date, unless they are placed, decline a **valid** offer, or are otherwise deleted .

d. Any PPP registrant who accepts a permanent continuing position in the **Federal** service or who accepts a non-permanent position, when the losing or registering DoD activity pays PCS costs, will be deleted from the DoD PPP.

6. Referral Priorities

a. Employees will be registered and referred for placement with a numeric priority. A designated priority is assigned according to registration eligibility (see Para A2 above) . Priorities will be assigned as follows:

(1) Priority 1 -

(a) Employees scheduled for separation by RIF without an offer of continued employment.

(b) Employees involuntarily furloughed for 6 months or more.

(2) Priority 2 -

(a) Employees scheduled for demotion by RIF of two (2) GS grades, or the equivalent, or more.

(Chap 3, Para A6a(2) (b))

(b) Nondisplaced overseas employees completing one or more overseas tours and the position to which he/she has return rights is abolished and his/her return would initiate a RIF resulting in a separation or demotion at the stateside activity where return rights exist. (An A will be entered in element (48) on DD Form 1817 if the stateside position has been abolished) .

(c) Nondisplaced overseas employees completing one or more overseas tours or who are within six months of meeting their five year limitation with return rights to a lower grade or who have no return rights. (Priority two (2) for component only, employee will be referred as a priority three (3) to other components) .

(d) Employees who decline offers of functional transfer involving relocation outside the commuting area.

(e) Employees who decline offers of RIF reassignment or demotion outside the commuting area but within a competitive area, and who are not on a mobility agreement.

(f) Air Force Status Quos (Appendix F) after all other priority 2s.

(g) Army Military Technicians (Appendix J) after all other priority 2s.

(h) Employees demoted by reclassification of two or more GS grades or the equivalent. (Applies to Retained Grade Program only) .

(i) Demoted employees whose computed annual salary is less than the fourth step of GS-1.

(j) National Guard Technicians (Army and Air Force involuntary separates) . (Appendix K)

(3) Priority 3 -

(a) Employees scheduled for demotion by RIF of less than two GS grades or the equivalent.

(b) Employees who decline an offer under RIF of less than two (2) GS grades or the equivalent and are to be separated. Such employees will have their priority converted by the computer and referred as a priority two (2) to all-activities during the specific notice period.

(c) Eligible nondisplaced overseas family member employees.

(Chap 3, Para A6a(3) (d))

(d) National Guard Technicians (Disability Placement Program). (Appendix G)

(e) Panama Canal Commission employees completing the three year limitation. (Appendix E)

(f) Eligible Army Family Members. (Appendix A)

(g) Employees demoted by reclassification of less than two (2) GS grades or the equivalent. (Applies to Retained Grade Program only) .

(h) Eligible **Military** Spouses. (Appendix I)

b. Employees who elect separation in lieu of RIF **demotion** by resigning under notice and who desire registration under the PPP will be registered for the priority to which they are entitled (had they accepted the demotion) both during the notice period and following separation.

7. Determining Priorities Involving Grade Demotions

a. Displaced employees affected by a simultaneous transfer of **function** and **RIF** demotion who decline the lower grade position will be assigned the highest priority to which entitled. They will be permitted to register only for activities closer than the place of functional transfer. Zone Coordinators may make exceptions to expand the area of referral on an individual basis.

b. For purposes of determining the number of grades demoted between General Schedule (GS) and Federal Wage System (FWS) positions or between **FWS** positions, the General Schedule will be used. A comparison will be made between the present **FWS** grade representative rate (normally 2nd step for FWS) and the fourth steps of the GS salaries. The GS grades with the nearest fourth step salary will be used to determine the number of grades to be demoted . Example: A WG-11 is being demoted to WG-7. If the second step of the **WG-11** is \$26,922.30 and the **WG-7** is \$23,374.40, the \$26,922.30 comes nearest to the fourth step of a GS-9, which is \$27,177.00. The \$23,374.40 comes nearest the fourth step of a GS-7, which is \$22,214.00, which constitutes a two grade demotion for Priority 2 registration.

c. The priority and lowest grade to which registration **will** be permitted for persons occupying GS positions, who are offered a part-time position in lieu of separation by RIF, **or** after declination of transfer of function, **will be** determined by comparing the representative rate (Step 4) of the full-time permanent position with the representative rate of the grade nearest the computed annual salary of the part-time position. For example , if a full-time permanent GS-5 representative rate is \$17,937 and the offer is to a 36 hour part-time GS-5 position with a computed annual salary of \$16,080,

(Chap 3, Para A7c cent'd)

the nearest representative rate would be **GS-4**. Hence, a one grade demotion has taken place allowing a Priority 3 designation and registration eligibility at the GS-5 level.

(1) When the change is to a different pay system, or when both the full-time and part-time positions are in the Federal Wage System, the priority and lowest grade to which registration will be permitted will be determined by combining this rule with that set forth in paragraph b above. For example, if the full-time permanent position is **GS-7**, with a representative rate of \$22,214, and the offer is to a 36 hour per week **WG-5** position, the computed annual salary based on the WG representative rate, Step 2, \$10.34 per hour, or \$19,356.48 would be **GS-6**. Hence, a one grade demotion has taken place allowing a Priority 3 designation, and registration eligibility at grades GS-6 and 7. Additionally, since the computed annual salary in this case is nearest the representative rate of **WG-2**, registration could also be effected at the WG-3 through 5.

(2) The annual salary of the part-time position is computed by multiplying the number of hours worked per week by 52, and then multiplying that result by the hourly pay of the representative rate of the position grade.

Example:

Step 1 - Hours worked per week	=	36
Weeks in year	=	<u>x 52</u>
		72
		<u>180</u>
Annual hours worked	=	1,872
Step 2 - Annual hours worked	=	1,872
Hourly pay, represent- ative rate of part- time position	X	<u>\$10.34</u>
Computed Annual Salary		\$19,356.48

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d. Whenever there is a salary rate change for any pay plan, you must review all affected current registrations for possible priority change.

e. Full-time employees who decline a part-time position offered through RIF procedures, or after declination of transfer of function, will have entitlements in the Priority Placement Program. If the employee is separated after declining the part-time **position**, registration eligibility would be the same as though the part-time position had never been offered.

(Chap 3, Para B)

B. REGISTERING ACTIVITY PROCEDURES

1. Displaced employees will be accorded maximum placement opportunity.

2. An eligible employee is entitled to be registered upon receipt of a specific advance notice. Registration may take place prior to receipt of a specific advance notice, at the discretion of the activity head or designee, when such action is consistent with mission requirements. For early registrants, all of the following conditions must be met.

a. The employee will be adversely affected by RIF or declination of functional transfer.

b. The authorized priority can be determined (in the case of transfer of function, the employee must have declared in writing an intent to decline the transfer) .

c. The timing does not conflict with any established or approved registration dates by a higher headquarters within the component, e.g., those contained in the approved reduction or realignment plan.

d. Registration is extended to all activity employees similarly affected.

3. PPP registration is mandatory during the notice period and for * one year from separation for employees who have entitlement to severance pay. These actions usually stem from either failure to accept relocation out of the commuting area associated with a transfer of function or a RIF separation. **Area** of referral will include the registering activity and any other activities within the commuting area with positions that match the employee's qualifications. Registration will be for the full range of skills for which the employee is qualified (up to five), and will **normally** include the current **skill**. Such registrants are required to register down to and * including two grade or "pay levels below" their current grade or level (e.g. a GS-9 registrant will be mandatorily registered for GS-9 through GS-7 positions) . In accordance with the Office of Personnel Management regulations, (Federal Register/Vol. 55, No. 38) severance pay is denied if a person while still employed refuses a "reasonable" job offer which is defined as a job within the employee's commuting area, at the same tenure and work schedule and at no lower than two grade or pay levels **below** the employee's current grade or level. Only those employees serving in supervisory or managerial GM positions will be mandatorily registered for supervisory/managerial level positions respectively.

(Chap 3, Para B3a)

a. If it is determined that an activity does not employ the registrant's skills, involuntary registration should not include that activity. An employee will not be involuntarily registered if there are no activities within the employee's commuting area that utilize the employee's skills.

b. The separation date for involuntary registrations is the date the employee is to be separated from the activity rolls. The release date will be 12 months following the date the registrant is to be separated from activity rolls.

4. The civilian personnel office of the registering activity will determine which activities are considered to be within the employee's commuting area. Each determination will be made on an individual basis, based upon residence, availability and cost of public transportation, convenience and adequacy of highways, and travel time required to go to and from work.

5. If problems are encountered in determining commuting area for an employee being involuntarily **registered**, assistance can be obtained from Regional or Zone Coordinators.

6. Registration outside of the employee's commuting area is voluntary on the part of the employee. All employees should be counseled that all skills and grade levels will be referred to all activities for which registered, including activities which **utilize** the skills which are determined to be in the employee's commuting area. Civilian personnel offices may wish to include a statement in specific notice letters to advise employees of this requirement.

7. When a PPP registrant scheduled for separation declines an offer outside the commuting area during the specific notice period, the registration will be changed to delete activities located outside the commuting area. If a registrant is registered for a grade lower than current and subsequently declines a lower grade offer, the registration will retain only the registrant's current grade for **all** skills registered. If such a registrant declines an offer at current grade outside the commuting area, the registration will be changed to retain the current and lower grades and commuting area activities only. These changes will be accomplished through file maintenance process. Commuting area of referral is required under paragraph B3 above.

8. Employees who are to be demoted as the result of RIF or acceptance of a functional transfer may be registered in the PPP for consideration at other DoD activities in accordance with the priorities designated in paragraphs A6 and A7 above. The employee may be registered for the equivalent of three GS grade levels below current grade down to and including that grade which is immediately

(Chap 3, Para B8 cent'd)

above the grade to which being assigned. Example: An employee who is scheduled for reduction from a GS-11 to GS-7 could be registered for Grades GS-8 through GS-11. If no offer is forthcoming **within** the employee's notice period, the employee is to be removed from the PPP at the time the assignment is effected to the GS-7 position. If the registrant declines to accept the demotion and is separated, he/she retains the same priority, as described in paragraph A6 and A7 above, but will be entitled to remain in the Program for one year following the date of separation, unless placed or otherwise deleted.

9. Eligible employees will be counseled on the PPP, their obligations under the Program, and provided with information on DoD activities within the area established by the civilian personnel office for initial registration.

a. Employees displaced by RIF within the United States and Puerto Rico will **normally** be registered for referral to a minimum number of activities, within the zone, nearest the individual's duty station, likely to **provide** an acceptable job opportunity. Registration for activities in an adjoining zone that are of equal distance from the employees duty station to the furthestmost activity selected in the zone may be included in the initial area of referral. Under these circumstances, neither initial registration outside the zone nor subsequent expansion of the area of referral will require zone coordinator approval. However, when the registrant's area of referral extends beyond 250 miles from the registrant's duty station and into a different zone then zone coordinator approval is required. Within the area of referral the individual must normally be willing to register for all DoD activities which utilize his/her skills. This is done by **reviewing** the skills index in DoD 1400. 20-2-M to determine which activities have equivalent skills and registering the individual **for** these intervening activities. The intent of this provision is to avoid skipping over activities or states and registering for more distant activities. In identifying the area of referral, good judgment must be applied in satisfying the employees' ability to relocate and identifying activities likely to provide the maximum opportunities for job placement. *

b. The PCS costs to locations within this area of referral will be paid in accordance with the Joint Travel Regulations, Volume **II** when the registrant locates another DoD or other Federal position on his/her own initiative.

c. Registration of eligible employees within the United States and Puerto Rico who decline functional **transfer/RIF** reassignment outside the commuting area at their current grade, will be limited to registration for referral to activities less distant from the releasing activity than the activity to which the functional

(Chap 3, Para B9c cent'd)

transfer/RIF reassignment was offered . If there is adequate lead time, it may be desirable to limit registration of transfer of function/RIF reassignment **declinees** to activities within the **local** commuting area if placement possibilities exist. Such registration should be for a short period of time (30 days) before expanding the area of referral to areas involving PCS moves.

d. The registering activity will be included in the area of referral for every displaced employee located in the commuting area of the servicing activity.

e. When an employee has a duty station in a different zone than the registering activity, the employee may be registered for referral as stated in paragraph B9a above.

10. The PPP provides the capability to effect registration of eligible employees at individual DoD **activities**, or all DoD activities within any broad area - state(s) , region(s) , or zone(s) . There must be a civilian personnel office determination that such registration is necessary, and there must be reasonable assurance that the employee will, in fact, accept an offer at any DoD activity within the broad area.

11. Employees may be registered for up to five skills, but normally not more than three occupational series for which they **fully** meet the "appropriate qualification standards and for the highest grade level which does not exceed their current permanent grade, or their retained grade, if appropriate.

12. Employees are to be registered only for positions for which they are sufficiently well qualified to be completely acceptable in such positions at the registering activity. This will normally go beyond X-118 qualification standards. As a minimum, employees are to be registered for their current skill. Exceptions to this require approval of the Zone Coordinator. Minimum qualification standards used for RIF assignment are not to be used for qualification determinations in the PPP. As a general rule, a significant factor in the selection of skills for registering is **recency** of experience. This factor will be considered carefully in the skill registration process. In order to be "sufficiently well qualified ," as reflected above, the registrant should be able to satisfactorily perform the duties of typical positions in the skill for which registered with orientation only. Extensive training **should** not be required. Under no circumstance will a person be registered in the Program for a skill for which that person does not meet all qualifications and legal requirements, including normal physical requirements.

(Chap 3, Para B13)

13. An expeditious method of providing placement consideration for a voluntary registrant is to initially register that employee for the current position and grade, then later, add skills by file maintenance.

14. Registration in the Program can be effected for GS, WG and WL, (Grade 15 and below), WS (Grade 19 and below) , and special Wage Grade pay systems, e.g. , WD, WJ, WK, etc. , with applicable grade levels. GM employees may be registered for any appropriate pay system and grade, and when registered for GS jobs, the statement "Available for GM Position" **must** be included in Element 42 or 43 on DD Form 1817 when the registrant is available for such positions.

15. Employees may not be registered at grade levels to which tempo rarely promoted.

16. Excepted employees eligible for registration (see Para A2 above) may be registered only for those positions no higher than the highest grade for which they may be reinstated in competitive service and not to exceed current grade. Excepted employees without personal competitive status see A3.

17. Employees scheduled for separation who are available for temporary positions of one year or less duration in their commuting area will be identified by entering "T" in Element (33) , Displaced Employee Program, on the DD Form 1817, PPP registration.

18. Employees may not be registered for more than three acceptable GS grades, or the equivalent, below the level of the position held at the time of registration. The number of grade levels between GS and FWS positions or between special pay category Wage Grade positions and other FWS positions will be determined by formula in paragraph A7b above. General Schedule employees may be registered for those acceptable Wage Grade positions and grade levels for which fully qualified and the gaining activity will make the determination whether an offer constitutes a promotion based on their local wage schedule. Wage Grade employees should be registered only for GS positions and grade levels which have the same or lower representative rate and for which the employee's pay can be fixed at a rate which is the same as or lower than the rate paid in the WG position held at time of registration. Promotions will not be affected through the PPP, except in the unusual circumstances when pay setting policies require that the nature of action be called "promotion".

19. Employees available for GS supervisory positions will be identified by entering "Available for Supervisory Position" in the Special Qualifications spaces on the DD Form 1817, PPP Registration. This special statement is not required for WG supervisory positions since pay group WS (Wage Supervisor) identifies registrants qualified

(Chap 3, Para B19 cent'd)

for Wage Grade supervisory positions. Employees with entitlement to severance pay upon separation, serving in supervisory positions at the beginning of the specific notice period, will be registered mandatorily for supervisory level positions.

20. Individuals being registered for GM or GS positions are to be registered under the following guidelines.

a. At the time of PPP registration, the statement "Available for GM" will be coded in the Special Qualifications spaces on DD Form 1817 when the employee is indeed available for GM positions.

b. Employees scheduled for RIF separation who have entitlement to severance pay must be registered in the PPP for one year from separation and for their current pay group and grade level. Involuntary registrants are required to register down to and including two grade levels below their current grade or level. Referral will be made to all activities in their commuting area that use their skills.

c. GM & GS employees who are supervisors at the time of RIF separation, notice must be registered with the "Available for Supervisor" statement. The use of the statement "Available for GM" for GM employees is likewise required for mandatory registration during the specific notice period. The use of either of these statements after the separation date is optional with the employee.

d. GM employees will be identified under the GS pay group designator. Use of GS only for skills identification will allow for entry of up to five skills without duplication.

EXAMPLE: An eligible employee fully qualified for GM-343-14 and GS-343-14 will be registered as GS-343-14. Under this procedure, only one of the five available skills entry lines is used allowing for entry of up to four more series, grade, and option designators for each registrant.

21. Registration for Special skill identifiers. There are three broad skill identifier codes which may be used to effect maximum referral possibilities for employees qualified for and willing to accept any one of a wide range of positions and grades. Employees should be made aware of the broad category of positions covered. These identifiers are not to be used in lieu of registration for specific series, but may be used to afford maximum referral possibilities.

a. General and Administrative Support GS-300, Grades 1 through 4. Registration procedures for employees who are qualified and available for occupational series covered by OPM's X-118 Clerical and Administrative Support Standard, at grades GS-1, 2, 3, or 4, are as follows: 1) GS-300 without an option code will be used for employees who are available for all series covered by the standard

(Chap 3, Para B21a cent'd)

that do not require specific proficiency (i.e. **typing**, steno, etc) .
 , 2) GS-300 with an appropriate option code (i.e. **typing-TYA**,
 Stenography -STC, or Data Transcribe r-DAT) will be used for employees
 who are available for all covered series with the same proficiency
 requirements or option codes (i.e. **GS-300 TYA** should be used for
 employees available for any occupational series covered by the
 standard which requires typing proficiency) . Employees registered for *
GS-300 TYA will also' be referred for **GS-300** without options. 3)
 Employees who do not desire consideration for all series, but who want
 consideration for one or more specific covered series, must be
 registered for each individual series on separate skill lines (include
 option code as applicable) .

b. General Wage Grade - **WG-00000**, Grades 1 through 4.
 Employees qualified and available for placement in any non-supervisory
 positions WG - 4 and below, excluding those requiring motor vehicle or
 sewing machine operation, may be registered for the **WG-00000** series.

c. General Trades Helper - **WG-01111**, Grade 5. Those
 employees qualified as trades or crafts helper at the WG-5 level and
 who are available for any Trades Helper position, may be registered
 for the **WG-01111** series in addition to specific occupational series.
 Registration in the **WG-01111** series is limited to grade 5 only.

22. Employees (except those displaced employees who decline **part-**
 time positions under provisions of paragraph A2b above) will not be
 registered for any grade at or below that to which RIF or reemployment
 rights assignment is available.

23. Employees will not be registered for Attorney, **GS-905**
 positions because of the special procedures required for appointing
 employees to these Excepted positions.

24. Employees who have completed training or development, or who
 are otherwise fully trained, will not be registered for referral into
 trainee **level** vacancies. For example, a journeyman will not be
 registered for referral back into apprenticeship positions, or a
 graduate of an Intern Program will not be registered for referral back
 into the trainee position. Employees may be registered at the same or
 lower grade level in other skills for which they fully qualify for
 continued training, and must be identified with option code TRA.
 Advanced trainees may be registered for permanent level positions at
 their current grade level or below for which they are fully qualified
 as a separate skill line entry without the TRA option.

25. All data required for registration in the PPP must be coded on
DD Form 1817. The form is to be signed by the registrant and the
 registering civilian personnel official and promptly forwarded to DDSC
 for computer processing. When an employee is at a location remote

(Chap 3, Para B25 cent'd)

from the registering activity causing a delay in obtaining a signature, for registration, the employee's signature may be omitted, and a note to this effect entered on the registration.

26. Each registering activity will establish a 30-60 day time-phased plan for review of each registration, depending upon the potential period of registration. When a registrant fails to receive an offer within the period of time set, and it appears unlikely an offer will be received, the registrant will be counseled on the various possibilities of increasing placement opportunities.

a. Employees registered prior to receipt of a specific RIF separation notice must, upon receipt of such notice, have file maintenance submitted to involuntarily add the appropriate skills and activities considered to be within their commuting area, unless already contained in the Program resume.

b. Skills, lowest acceptable grade levels and areas of referral may be revised by the registering civilian personnel office, with the registrant's concurrence, to improve placement opportunities. For expansion of area of referral beyond coverage of Chapter 3, paragraph B9, Zone or Component Coordinator approval, as appropriate, must be obtained. When such authority is obtained, DD Form 1817, Registration, and DD Form 1819, File Maintenance, are to be annotated to advise DDSC that the expanded area of referral has been authorized by the Coordinator. Changes in areas of referral will be confined to the minimum areas necessary to assure placement.

c. Civilian Personnel Officials will obtain initials of employees on file maintenance forms when employees are available, otherwise they should assure the employees are aware of changes made.

27. The releasing activity will assure that the registrant meets all reasonable and realistic selective factors as well as knowledge, skills and abilities required for any position under consideration and, if fully qualified, immediately communicate the offer to the registrant. The registrant must advise the registering activity Civilian Personnel Office of the acceptance or declination not later than the day following receipt of the offer. The releasing activity must seek clarification of "any tentative job offer received for which selective or special requirements are not clear or are inadequate for a good qualification determination.

28. The registering activity civilian personnel office will determine the validity of offers and report all declinations of a valid offer to DDSC. A valid offer is defined as an offer from a DoD activity for which the employee is registered, of a continuing position and grade level, which parallels or exceeds the working hours of the position of the registrant. If the registering activity

(Chap 3, Para B28 cent'd)

determines that the position offered does not constitute a valid offer, no declination will be reported to DDSC and, **consequently**, the registrant will remain in the Program. Requisitioning activity should use Report Action 26, not code 15. The following are some examples of valid and invalid offers:

a. An offer, which in the opinion of the registering activity constitutes an unreasonable difference in working conditions,- such as, excessive travel, hazardous work, exceptional physical requirements, or emergency essential - positions are instances in which the registering activity may determine that an offer is not valid. *

b. An offer at a location remote from the gaining activity will not be considered a valid offer when the registrant's area of referral was not intended to include the remote site.

c. An offer of a position identified as having return obligation is not a valid offer.

d. An offer of a position at an activity identified as a candidate for closure, major curtailment or relocation will be determined as valid or invalid, under guidance of paragraph J13b, page 2-13.

e. An offer of a position in a function under study for possible contracting out will be made to the registrant. The registrant **will be fully** informed of the possible contracting out. The offer will be considered valid and the necessary report action will be submitted to DDSC. The offer will be considered not valid if declined when a PCS movement is required.

f. The offer of a position requiring mandatory purchase of hand tools requiring a substantial monetary investment by the registrant will not constitute a valid offer if such a purchase represents a requirement over and above that in the registrant's current position.

g. An offer of a temporary position of one year or **less** duration is not considered a valid offer and neither acceptance nor declination of the offer will delete the individual from the PPP. However, an employee **will receive** only one offer of temporary employment. If he/she declines, the "T" **must** be removed from element 33 by File Maintenance. *

h. An offer of a temporary or term position expected to last longer than one year is not considered a valid offer if declined by the registrant. If after being advised of its duration, the registrant accepts the offer, he/she will be deleted from the PPP as a valid placement.

(Chap 3, Para B28i)

i. An offer of a position with a single option code to an individual registered for a position in the same series with dual option codes, one of which matches the vacancy, will be **considered** a valid offer if declined by the registrant.

j. An offer of a position requiring execution of a mobility agreement will not be considered a valid offer if the employee is not currently serving under a mobility agreement and the declination is based on the employee's refusal to sign a mobility agreement.

k. An offer of an excepted position to a registrant who currently holds or last held an excepted appointment, will be considered a valid offer and declination will result in the employee being deleted from the Program. However, the employee who did not hold an excepted appointment at the time of registration will be advised of the excepted nature of the vacancy and if the offer is declined, it will not be considered a valid offer or reported to DDSC as such.

l. An offer of continuing employment from a **non-DoD** Federal agency which meets the same conditions as those for which the employee is registering (including payment of travel and transportation expenses), except for the activity being **non-DoD**, is regarded as a valid offer.

m. An offer of a supervisory level position will be considered a valid offer if the registrant is qualified and available for such a position, or if the offered position is a match for an employee registered on a mandatory basis as a supervisor during the specific notice period.

n. An offer of a full-time continuing position to a permanent part-time, seasonal, intermittent or on call employee is considered a valid offer and declination of the offer will serve to delete the individual from the Program unless the person has restricted availability to the same type of part-time, seasonal, intermittent, or on-call appointment held at the time registration eligibility was established. Such registration is limited to the commuting area.

o. An offer of a specific **GS-200** Civilian Personnel Specialist position or **GS-800** Professional Engineer position for which a registrant is referred because of availability for a **GS-201** or 801 position with the matching option (as listed in Appendix D), is a valid offer.

p. An offer of a **GS-1, 2, 3, or 4** position, which is classified in any series covered by X-118 Clerical and Administrative Support Standard, to an individual registered for the **GS-300** series is a valid offer when the grade level and option codes, if any, of the position match those of the registrant.

(Chap 3, Para B28q)

q. An offer of any position, which has been identified as a "testing designation position for random drug testing by the Head of a Component under the provisions of DoD Directive 1010.9, 23 August 1988, is a valid offer for PPP purposes and unless other factors dictate differently, the declination of such a position will serve to delete the registrant from the PPP.

29. An otherwise eligible employee may voluntarily accept temporary Federal employment which does not require movement of household, pending a permanent placement, and still continue registration in the Program.

30. Registrants who accept or decline a part-time, intermittent, seasonal or on call continuing position of which the number of hours of work are essentially the same as that of the position held at the time of registration eligibility will be deleted from the program. Registrants occupying full-time permanent positions when registered may decline offers of part-time, intermittent, seasonal or on call positions and remain in the Program. However, registrants occupying full-time permanent positions when registered and who accept offers of part-time, intermittent, seasonal, or on call positions will be deleted from the Program. These offers will only be made to registrants in the commuting area.

31.. An offer of a position will not be made if such placement would constitute a promotion as defined in FPM Chapter 335.

32. The releasing activity will immediately notify DDSC of all placements, declinations or changes in employee's status (death, retirement, resignation, change in release date, etc.) . Changes which make the registrant unavailable for placement will serve to remove the registrant from the Program.

33. All registrants will be counseled at the time of separation, of the requirement to keep the civilian personnel office advised of current address and telephone number where they can be reached to receive offers and to advise the civilian personnel office if, for any reason, they are not available for employment. Employees who fail to keep the registering civilian personnel office informed of their whereabouts will be removed from the Program. The registering activity will be responsible for maintaining employee registrations on a current basis by promptly submitting appropriate file maintenance to DDSC .

34. The registering activity will normally release employees within two weeks after positions are accepted, or in no case, later than 30 days, without mutual agreement between the releasing and gaining activities. The normal period for an employee to report from an overseas activity to CONUS is 45 days, maximum.